

**MAYOR AND COUNCIL
MEETING**
Tuesday, January 13, 2004, 7:00 p.m.
AGENDA

Pledge

Roll Call - Harrington, Smith, Greenfield, Stull, Castle, Bell, all present.

Mayor's Remarks

Thanks staff for effort in 2003.

Citizens Advisory Committee - Had meeting last Tuesday and are planning one next Thursday.

All are invited to attend.

Thanks to East Potomac Street Shoppes for their donation to the City for safety equipment for parks.

Approval of Minutes – December 9, December 17, 2003

Motion by Stull

2nd Greenfield

Vote 6 - 0

Staff Reports/Committee Reports

Public Works Report - Kevin Brawner

Report Attached

Mayor - No Trespassing signs have been erected and gate has been secured at the Skateboard Park. Have experienced problems with persons in park area.

Smith - Questions if rip-rap has been pushed over bank at mulch site.

Dave - Spoke to Mike Marshner who stated they are considering several sites for mulch site. Closest Out-of-City location is County facility at Rt. 180 & Rt. 340.

Kevin - Began work on I&I this week.

Planning & Zoning Report - Rick Stup

P&Z Comm on 1/26/04, 11 cases scheduled.

Report attached

Harrington - Questions status of Habitat for Humanity house.

Rick - Have not posted guarantees and other items not completed. Process is being held up waiting on their actions.

Harrington - Questions as to situation on Brunswick Street.

Rick - Holding guarantees until there is a resolution to problems with street.

Smith - Asks about policy on dumpsters.

Stup - Waiting on comments from Public Works and PD before forwarded policy to Council.

Smith - Dumpsters in question were in front of homeowners' own driveway...nothing says that's illegal.

Rick - That is the instance in only one specific case...we've had several come up. Want to draft something for future use.

Mayor - Want to avoid future questions by having set procedures now.

Chief Price - Police Report (Attached)

Several categories are down, i.e., Thefts, Domestic Violence, and Assaults.

The City is participating in the Child Gun Safety Lock Program. We have 800 gun safety locks at the PD and City Hall.

Stull - Asks if CSX HazMat situation has been reimbursed.

Smith - In training they stated that CSX is responsible for HazMat situations in railroad yard.

Stull - Asks if reimbursement has been received for hurricane.

Dave - We have recently received \$29,000 from MEMA for costs associated with the hurricane.

Smith - Questions why police dept O/T has not been reimbursed

Dave - Explains they will not reimburse PD overtime during an "Act of God" in the event that Police *may* be needed. If they are working overtime because of specific reason, that is covered.

Chief- Details excess in O/T line item of \$9,500. Special events attributed for most of the overruns. e.g., \$5,547. With increase threats due to Homeland Security more officer presence was needed. Required training accounted for \$2,436.

Smith - Questions if Captain is working any night shifts.

Chief - Capt is working 6 or 7 nights a month. Starting this week I will work two nights a week and the Capt will work two. Currently attending numerous meetings each month which takes him from the City.

Smith - States government needs to reimburse for some of these homeland security issues.

Dave -
Code Enforcement Report
Recreation Report
(Attached)

Recreation - Dave Dunn

Code Enforcement - Dave Dunn

Dave Dunn - Meter reading has finished, bills to go out end of week.
MEMA Generator Grant has been completed and will be submitted tomorrow.
Dave - Meters have been read and bills are to go out this week.
Applied for MEMA Generator Grant for the WTP. Totaling \$89,000, only \$227,000 available

Mayor - Complaints about trash blowing from trash and recycling bins...reminds homeowners to place lids on trash cans, etc. to prevent this.

Greenfield - Reminds that all trash needs to be bagged and put in cans and all cardboard boxes broken down. Trash will not collect yard waste.

Joe Moss - ARRO - Report attached.

Smith - Reservoir coverage - should we pay with cash? The City can save costs and interest if we pay with our Water Fund Reserves.

Harrington - Ask about Brunswick St. and repairs to street

Joe Moss - Whatever they determine was damaged by contractor, that's what they will have contractor fix to better condition than it was before.

Rick - The contractor will pave the roadway from stream to City limits.

Castle - When will East Potomac St be ready to bid?

Joe Moss - Ready to bid in April

Dave - Bond Counsel costs are \$10,000.

Committee -
James Castle - Maryland Main Street Program grant applications have opened
Business breakfast on January 21 @ 7:00 at Pacific Café.

Stull - Attended Townhouse meeting
Budget meeting on Thursday.

Greenfield - Valentine's Day Dance will be Feb 7. Still need volunteers.

Bell - Working with Allegheny Power regarding right-of-way.
Requests agenda item of pump station generator.

Citizens' Forum

Ellis Burress - Brunswick great decisions group will be meeting at the Methodist Church, West Potomac St.

Karen Tomb - School Capacity Test - Did not include students from Galyn Manor development in recent calculations. Disagrees with method used for test.

Rick Stup - City doesn't have same authorities as County when these tests are done. When applicants of Galyn Manor file Phase II plans, that's when students will be counted, as according to our Ordinances.

Smith - Asks if Karen Tomb stated that Senior Condos are included. Believes they should be exempt.

Karen Tomb - Seniors could have a daycare situation or other family moves in.

Old Business

Employee Assistance Program - Dave Dunn

Mayor & Council have been exploring EAP's and current Substance Abuse Policy calls for one. Behavioral Health Services is our choice of 3 companies explored. Cost is \$1171 annually for all employees. Employees and family members are included, and they provide supervisory and employee training at no extra cost.

Castle - Could we make budget amendment for the remainder of this year to cover costs?

Dunn - There is money available in budget to cover costs.

Motion to Approve

Harrington

2nd - Castle

Smith - Has a problem supporting this program in the middle of a fiscal year...would probably support if it was included in original budget.

Dunn - Substance Abuse Policy has always called for program like this and we've not had one...we've been in violation of our own policy for several years. That's why we urgently want this in place.

Vote to approve 5-1, Smith opposed

Drug Policy – Dave Dunn

Old policy found outdated, and new policy was formatted. Biggest change was with random drug testing of employees.

Motion to approve - Stull

2nd - Bell

Vote to approve 6-0

I&I Bond Counsel - Dave Dunn

Approve change to Hoffberg - Smith

2nd - Stull

Vote 6-0

New Business

Employee Work Boots Allowance Increase - Dave Dunn

Motion to increase from \$55 to \$65 - Smith

2nd Stull

Vote to approve increase 6 - 0

Substance Abuse Prevention Program–Jean Byrd, Coordinator

States Brunswick has done great job with Substance Abuse.

Presents a new radar gun and PBT to City, purchased with \$4,108 grant funds from County.

Mayor presents citation and City Pin to Ms. Byrd.

Chief Price - Police Take-Home Cruisers

Requests six-month program. Has been tested throughout the state in the last 30 years and has shown to be a success.

Mayor - Will monitoring by the Chief and statistics collected to judge success or failure.

Chief - Gas usage and off-duty response is greatest benefit. Officers off-duty must be equipped to respond to situation.

Bell - Questions how many vehicles will go out of town.

Dave - The officers are encouraged to utilize police vehicles off duty.

Chief - Six. Vehicles will be reassigned to accommodate program. Chief will reassign his vehicle to another officer.

Smith - Police overtime budget is already over. Not in favor of program.

Chief - The Police budget may have under-runs that can be used for extra costs.

Smith - If we can find the money he would favor program.

Mayor - Need to keep overtime monies, and find money in other places.

Chief - There is a danger of losing several officers to other departments and any added benefits may convince some to stay.

Bell - Calculated \$1,044 for 6 month period.

Dick Goodrich - Questions the cause of attrition.

Chief - Would like to see improve retirement, salary, and take-home cruisers.

Dick Goodrich - Need to figure other costs, i.e., maintenance, insurance, etc. Will need to purchase vehicle more frequently.

Chief - No impact on our insurance.

Mayor - Will support a six-month program. Least costly. City can not compete with other departments. We need to look beyond this program for attrition.

Smith - Every three years a salary reclassification is to occur. We are scheduled to conduct reclassification this year.

Greenfield - Motion to approve six-month program starting 1/14/04

2nd - Stull

Vote 6 - 0 to approve

Chief Price - Parking Ordinance Modifications – Increase in Fees

Details proposal (attached)

Meter Fine Increase

Fire Lane & Handicap parking fines increase

Direction to craft ordinance.

Adjournment - 9:20 p.m.

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date